

Jabez Sanford Hardin Performing Arts Center

Packet of Information Rental Rates Rules and Regulations

Columbia County, Georgia



Jabez S. Hardin Performing Arts Center

Theater Overview

The Jabez S. Hardin Performing Arts Center is owned and operated by Columbia County and is located off North Belair Road and Ronald Reagan Drive in Evans, Georgia. The Performing Arts Center (PAC) is available for use by any person or group for any type of performance or event. The PAC has a capacity of 296 people and offers 4 dressing rooms available for use during performances or as meeting space.

Contract Overview

Rental Deposits and Fees:

- A 50% deposit of rental fees, minus any additional or technical staff fees, is due at the time of contract*.
- Final payment of balance is due immediately after the show in the form of a check. A handwritten receipt will be given by Theater Manager on Duty. Any service charges agreed upon are due after final show before load out.
- No date will be guaranteed without a signed contract, a deposit and confirmation by the Sales Office of the Community Centers.
- A late fee of 10% of the unpaid balance will be applied if payment is not received 1 week after first show.
- If final payment is more than 2 months overdue, an additional 1 ½% per month will be added to the total charges until all fees are paid.

Additional Staff:

- Rental fee will include a Theater Supervisor for the duration of rental time.
- Technical staff will be required for specialty lighting or sound control. This person/people will be scheduled at user's expense with a minimum of 4 hours payment. If meetings are necessary to plan lighting/sound, fees will be charged accordingly. Technical staff will be scheduled by Theater management.
- If alcohol is being served, security will be required at user's expense.
- Load in/load out staff will be charged at user's expense with a 4 hour minimum. Notice of needed help is due 10 days prior to rental date.

Box Office/Ticket Sales:

- No ticket sales of any event are available with this facility. Other arrangements must be made to contract ticket sales.

Publicity:

- Publicity offered by the PAC is limited to website and posters. Any other publicity is to be handled by the user.
- Two weeks prior to any event, posters/information to be placed on website and/or in County buildings must be given to PAC staff for distribution.

Merchandising:

- Any sales of merchandise must be approved by theater manager. Proof of Business License is required before any sales may take place.

Jabez S. Hardin PAC
Fee Schedules
Performance Rates
Additional Items available

Performance Rental Rates for Theater only Includes usage of 4 dressing rooms Up to 6 hours			Rehearsals and Load In/Out Rates Dressing rooms not included Up to 4 hours only	
	In Season Sep - May	Jun - Aug	In Season Sept – May	Jun – Aug
A. Resident/Non Profit	400.00	240.00	100.00	80.00
B. Non resident /Non Profit	450.00	300.00	125.00	90.00
C. Resident Only	425.00	275.00	150.00	120.00
D. Non resident/for profit	600.00	450.00	200.00	140.00
a. Use of the lobby for an event will be charged at the rate of \$125.00 per hour. b. Only up to 180 seated can be accommodated in the lobby area. c. Additional rehearsal time at \$25.00 per hour, when time needed exceeds 4 hours. d. Two performances on the same day will be charged at \$150.00, if additional time is needed. e. Any technical assistance is charged at \$35.00 per hour, in addition to any fees listed above. A separate invoice will be provided by the contractor. Time and a half is charged on Sunday and holidays.				

A 6'3" Petrof piano is available for rent at \$50.00 per usage
 Rental for the LCD/Movie Screen Package is \$250.00 per usage.

Meeting Rates

Meeting rates apply for daytime use only
 (7am – 5pm)

Room	½ Day Use (Sun – Thurs)	½ Day Use (Fri – Sat)	Full Day Use Sun – Thurs	Full Day Use Fri - Sat
Theater Only	200.00	275.00	325.00	400.00
Entire PAC	300.00	375.00	450.00	525.00
Rooms A, B, C or D	90.00	120.00	125.00	150.00
Rooms B & C Combined	125.00	150.00	145.00	175.00

Capacity Chart for Meetings

Rooms	Theater Style	Classroom Style
Theater	296	N/A
Rooms A, B, C or D	25	15
Rooms B & C Combined	50	32

Audio/Visual Equipment Available

Dukane Cart:

Single unit that offers: LCD Projector, Laptop Computer, VCR/DVD Player, Overhead Camera,	
Dry Erase Overhead	\$ 100.00 per day
LCD Projector – Only two rooms offer this	\$ 75.00 per day
Wall mounted Screen -	\$ 15.00 per day
Overhead Projector	\$ 20.00 per day
Flip Chart w/pad of paper	\$ 15.00 per unit/per
day	

Sun - Thurs - \$50.00 for each additional hour.

Friday & Saturday - \$100.00 for each additional hour.

Possible breakdown for different types of charges:

- Group A - Local Non-Profit- Columbia County Civic/Non-Profit Groups
- Group B - Non-local Non-Profit - Non-Profit groups from outside of Col. Co.
- Group C - County Resident - Resident of Columbia County
- Group D - Non Resident - For profit, non resident, living outside of Columbia

County.

A refundable damage deposit of \$300.00 is due 1 month prior to event date. Damage deposit fees will cover any/all use of the theater in that series of shows. Multiple uses in a years' time require separate damage deposits. Any damage done during any of these usages will be deducted from the damage deposit. If repair of any damages exceeds the cost of the deposit, the user is responsible for the difference.

Dressing Rooms:

Only four (4) separate rooms are available. These dressing rooms can accommodate a combined total of up to 50 people. Whether or not the user intends to use the dressing rooms must be stated at the time of contract signing.

Technical Staff:

A lighting/sound technician must be present if lighting or sound requirements are greater than what is offered in the main package. Payment by the user is required to the technician, over and above the rental fees. The technician is to be paid a minimum of 4 hours at a rate of \$35.00 per hour, on the date of the performance. The Client is responsible for contacting and scheduling meetings with the contractor. They are: Moretz Prod. Svc. Inc. at (706) 724-6566

Load In/Out Staff:

Load In/Out staff is not automatically offered with rental of the theater. If additional staff is needed to assist with loading in or out, notification must be made to the theater manager at least 2 weeks in advance. A minimum of 4 hours payment will be charged to the user. Dates and times must be specified, any changes in those times must be given to the theater manager in writing.

Event /Production Related Staff:

- User will not be given access to the Theater without a theater representative or a technical director. No exceptions will be made.
- A theater supervisor or technical director must be present at all rehearsals or shows. Only authorized personnel are to be given access to theater equipment including lighting and/or sound.
- Staff offered with the rental is limited to a Theater Supervisor. Technical staff or security personnel will be scheduled at user's expense.

Policies:

- No date will be guaranteed without a signed contract, 50% deposit and confirmation from Sales Office. All dates are first-come first-serve.
- A confirmed Contact Person, including mailing address, phone numbers and e-mail must be provided. The specified contact person will be present at all rehearsals and performances. The contact person will be the ONLY person who will make any changes in stage/lighting set ups.
- Deposit dates and amounts may be varied depending on type of group and length of rental. *Special permission for these requirements and qualifications must be requested in writing to the Theater Manager.*
- A theater supervisor will be assigned to your event. Any additional staff required will

- be at user's expense including but not limited too: Technical director, electrician, security, stage hands etc.
- The user agrees to indemnify, defend and hold harmless the theater and Columbia County from any claims or costs, including attorneys' fees and costs reasonably incurred, which might arise from the use of the theater by the user.
- The Theater reserves the right to impose cleaning penalties depending on the condition of the facility after load out.
- Reservation of the theater does not guarantee exclusive rights over all other surrounding rentable areas. There MAY be more than one group using the Performing Art Center at one time. Intent to use changing rooms must be declared at time of rental.
- Rehearsals with more than 30 non-production people in attendance will be considered a performance and performance fees will be charged.
- User must agree to provide the Theater with a copy of any contracts with "Acts" including any electrical requirements and technical information no less than 30 days prior to the date of show.
- User agrees to take full liability relating to the use of any trademarked, franchised or copyrighted music, materials and devices, processes or dramatic rights used on the premises or incorporated in the performance.

Cancellation Policy:

- Any cancellation must be made in writing to be processed.
- All cancellations will be charged a minimum of a \$25.00 processing fee.
- Cancellations made more than 90 days prior to the event will result in a full refund of any payments, minus the processing fee.
- Cancellations less than 90 days but more than 60 days prior to the event will result in the loss of the 50% deposit. Any payments in excess of that will be refunded.
- Cancellations less than 60 days but more than 30 days prior to the event will result in the loss of 75% of the rental fees. Any staff fees will not be charged.
- Cancellations less than 29 days will result in total loss of the rental fees. If technical assistance was used, a minimum of 4 hours time will also be assessed.
- Any cancellations will require the User to immediately publicize the cancellation at the user's expense.
- The theater will reserve the right to cancel any event that has been misrepresented, is publicly offensive or does not comply with theater rules, at any time. Even if the performance has begun.
- If a performance has to be cancelled or interrupted due to a catastrophe or dangerous situation, the first available date will be offered to the user at no additional fee. If a new date is not available, no refund will occur. All staff will be paid at least the 4 hour minimum, or their hourly rate which ever is applicable.

Backstage Rules and Regulations:

- Theater will not accept any deliveries requiring payment without prior arrangements. A check or money order for the exact amount is required for COD deliveries. Theater personnel will only accept a delivery during business hours.
- Acceptance of deliveries does not assume liability of property. Under no circumstances does the PAC assume responsibility of any articles left or delivered ahead of an event.
- Any property belonging to the user or its agency will not be allowed inside the theater if it does not conform to fire code regulations. No special affects will be allowed if written documentation is not provided showing that all are safe for indoor use and conform to all fire regulations.

- The exact occupation time will be previously arranged and documented on the written contract. Any extension must be pre-approved by Theater management at least 2 days prior to event date. If a change is made, additional fees will be charged according to the fee schedule attached in this package.
- No object or materials may be used that are considered "Hazardous" to life, or limb. The theater has the right to refuse or allow these items to be used for a production. Any use of unsafe items will constitute an immediate halt to any performance or event.
- The main curtain will not be removed or altered for any performances or event.
- The highest clearance for a delivery is 8ft. high. There is a short distance from loading area to the backstage area. Any off loading or on loading will be done by delivery or production personnel. No labor will be provided by the Theater unless previously arranged.
- The installation of additional sound or lighting control panels will only be done with prior approval of the theater management. Excessive sound levels will result in total loss of any deposits. If sound levels are considered dangerous, the production will be halted immediately.
- A standard stage wash and similar lighting is offered with the initial rental of the theater, any additional lighting will be pre-arranged with the technical person no less than 30 days prior to production date.
- No telephone will be offered for production staff usage in any area of the theater.
- Seating is only allowed in the auditorium portion of the theater. No aisles, walkways or doorways will be blocked. Dressing rooms will be kept in neat order so as to keep all walkways clear in case of emergency.
- No food or drinks are allowed inside the theater. Any consumption of food and beverages in other areas is to be done with the approval of theater supervisor and any mess from these items will be part of the clean up at the end of the rental. If proper clean up is not done, additional fees will be assessed.
- Any person or people remaining inside the theater after specified hours will be removed. The theater will not be used for lodging in any case.
- Any production related items will be removed at least 30 minutes before show time. The auditorium will be clean and ready for use by the patrons 30 minutes prior to show times.

Front of House Rules:

- Any damage done to any area of the theater, whether intentional or accidental will be the responsibility of the user.
- If the clean up of the area requires excessive cleanup, additional fees will be assessed.
- All walkways including sidewalks, hallways, lobby, restrooms and auditoriums will remain clean and unencumbered. Safety is a primary concern.
- The theater supervisor will have final say on all theater operations including opening time, start of program, length of intermission and safety of staff and audience.
- Ticket takers or ushers are not provided by the theater. Additional staff fees will be charged for any additional personnel needed. **The Theater does not automatically provide front of house staff.**
- The theater may provide literature regarding upcoming events at the theater during intermission or prior to a performance.

Advertising/Promotion/Playbills:

- User may not advertise the production or event until a final contract has been signed

and a deposit has been paid.

User is responsible for any advertising of the event but must provide the theater with the following information: A brief synopsis of the show, dates and time of all shows, price and location of ticket sales, date when tickets will go on sale and the appropriate age of the audience.

User will provide the theater with 3 posters to be placed on the reader board at the theater and at other locations.

Any advertising must contain the proper name of the theater, the Jabez S. Hardin Performing Arts Center, and the presenting agency.

If a performance contains "objectionable" material that may be age restrictive, all advertising must contain clear information regarding the sensitivity of the material with an appropriate age restriction.

Merchandising:

Any items sold at the theater during a performance must be pre-approved by theater management. In addition, 15% of the gross sales will be paid to the theater at load out. No percentages will be charged if the user is a verifiable 501C (3) or non-profit group. Proof of non-profit status must be presented in writing to the theater management at least 2 weeks prior to the presentation or event.

Rectangular tables can be set up in the lobby area for sales of merchandise with 5 days prior notice to theater staff. If the lobby is unavailable, the covered area outside the main entrance may be used if no walkways are blocked. Theater staff will make the final decision on location of tables.

Concessions:

No concession services will be available for the user to utilize that is affiliated with the theater. A small café is located within the lobby and will be open for business during intermissions and breaks. Any sales of concessions by the user must be approved by Theater management 5 days prior to the event/show.

Parking:

Parking is available adjacent to the facility, free of charge to the guests attending performance. Any performers will have to park in the same area. Reserved parking is not available.

No traffic control is offered with the theater. Columbia County deputies can be assigned for additional fees for traffic control. The need for traffic control officers must be made two weeks prior to show date, the Theater manager will schedule the deputies on the user's behalf. Payment will be made after the show directly to the deputies.

General Information:

Management and Sales of the Jabez Sanford Hardin Performing Arts Center is handled by the Community Centers Department of the Community & Leisure Services Division. Any inquiries regarding the PAC are to be directed to: Columbia County Community Centers Dept., Attn: Sales Office, 3300 Evans to Locks Rd., Martinez, Georgia 30907. Or you may call: (706) 868-3349 or log on to our website at: www.savannahrapids.com.

The "Theater Manager" mentioned in the above packet refers to the department head of the Community Centers, any waiver of final payment or special arrangements must be submitted to the department in writing. Only when renter receives a confirmation of the request, will the request be approved.

Additional Notes:

[illegible]

Jabez Sanford Hardin PAC

Theater Rental Agreement

Dates of Rental: _____ **Theater/Room Reserving:** _____ **Rental time:** ____ to ____

Dates of Rental: _____ **Theater/Room Reserving:** _____ **Rental time:** ____ to ____
Organization: _____ **Performance Title:** _____

This group qualifies to be charges at: Group _____ Rate. (See justification below)

Name of person making all decisions/on site:

Address: _____ City _____ State _____ Zip _____

Work: _____ Cell phone: _____ Fax _____

Number of performances: _____ Performance Times: _____

Number using dressing rooms _____

Rehearsal Fees: _____ Technical/Non-technical rehearsal (circle one)

Performance Rental Fee: _____

Damage Deposit: _____ (Refundable - 10 to 14 working days after function)

Additional Fees: _____ Technical Staff

_____ Load In/Out staff

_____ Audio/Visual Equipment

_____ Deputy Fees

Total Due: _____ Total paid today: \$ _____

Schedule for technical staff: Date/time: _____ Date/time: _____

Additional set up required for Dinner theater? _____ Fee: _____

Is alcohol to be served: _____ Deputy Required? _____ Scheduled: _____ to _____

Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Columbia County and the Community Centers from any claims of any kind, including but not limited to; attorneys fees arising from the use or occupation of the premises by renter, renters guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the Community Centers in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of damage deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the Community Centers and its property.

The rental procedures, cancellation policy, front of house, backstage rules and merchandising rules, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the lessor shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.

****Final payment must be made 60 prior to the event date.**

**** Patrons must be at least 21 years of age to sign rental contract.**

****No performance/use will take place without adult supervision.**

****Person who signs this contract must be present for function unless approved by Management Staff.**

****Performances containing inappropriate material may be stopped at any time. Nudity, vulgarity or excessive noise is not allowed in the theater.**

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Please initial the following:

_____ I have read and understand House Rules.

_____ I have read and understand Cancellation Policy.

_____ I have read and understand The Alcohol Policy.

_____ I will only release information regarding performance dates after I have received confirmation from the Community Centers.

Signature of Renter: _____ Date: _____

Signature of SRP Representative: _____ Date: _____

SRP retains the right to stop any performance of excessive noise or disruptive or rude behavior occurs

**Please mail signed rental contract to: 3300 Evans to Locks Rd.,
Martinez, GA 30907**

Signed contract may also be faxed to: (706) 868-3435
Make checks payable to: Columbia County Community Centers

Rehearsal Dates: _____ **Entry/End Time:** _____

Technical Rehearsal Needs/Dates: _____ **Fees:** _____

Any specific technical needs: _____

Total additional fees to be added to the balance due: _____ **Init.** _____

I wish to sell merchandise to promote our event. _____

I do qualify ____ **don't qualify** ____ **for waiving the percentage of sales fee.**

Briefly describe types of merchandise to be sold before/after your performance.

